

Computer Operations

DESCRIPTION OF MAJOR SERVICES

The Computer Operations Division works to provide Enterprise Data Center Services and part of the county's communications services. The division is comprised of five Sections: Technology Production Control, Integrated Document Management, Wide Area Network, Local Area Network and Systems Support Services. The division supports county departments on a 24/7 basis.

Technology Operations Production Control Services is tasked with the administration and support of the county's enterprise servers, departmental mid-range computers, and over 160 client server computer systems. The section is responsible for maintaining a stabilized environment for the enterprise data center, cross system platform automation, report distribution and disaster recovery.

The Integrated Document Management Section operates the integrated document management, document conversion, data entry and microfilm for the county. The Systems Support Section centralizes and physically consolidates the infrastructure and administration to support the efficient management of countywide servers.

The Wide Area Network (WAN) section provides the communications infrastructure for interconnecting all county departments and provides support for approximately 18,000 users.

The Computer Operations budget unit is an Internal Service Fund (ISF). As an ISF net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

BUDGET AND WORKLOAD HISTORY

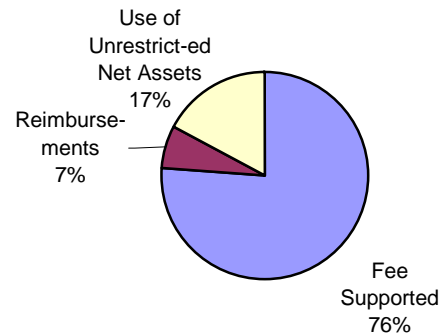
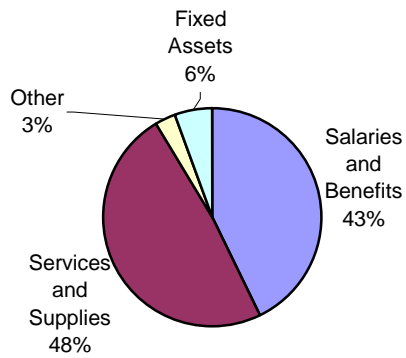
	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	16,996,973	19,031,142	17,728,218	20,842,003
Departmental Revenue	20,078,073	15,981,129	14,548,644	18,091,028
Revenue Over/(Under) Expense	3,081,100	(3,050,013)	(3,179,574)	(2,750,975)
Budgeted Staffing		125.4		125.4
Fixed Assets	1,030,042	1,522,046	197,968	1,311,709
Unrestricted Net Assets Available at Year End	10,124,537		6,944,963	

Workload Indicators

CPU Hours processed	-	17,902	18,841	17,010
EMACS Warrants processed	-	370	368	368
WAN Connections	-	509,746	506,631	501,697
EMACS Warrants processed	-	14,697	14,424	13,430
Email Accounts	-	23,600	14,407	21,400
TPS/LAS Billable Hours	-	78,621	78,621	92,773



2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
DEPARTMENT: Internal Services
FUND: Computer Operations

BUDGET UNIT: IAJ ALL
FUNCTION: General
ACTIVITY: Other

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget	Department Recommended Funded Adjustments (Schedule C)	2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	8,908,592	9,032,873	554,538	-	-	9,587,411	275,797	9,863,208
Services and Supplies	9,270,624	10,371,401	-	-	-	10,371,401	895,193	11,266,594
Central Computer	-	-	-	-	-	-	-	-
Other Charges	14,019	28,295	-	-	-	28,295	(26,461)	1,834
Transfers	725,884	661,085	-	-	-	661,085	8,378	669,463
Total Exp Authority	18,919,119	20,093,654	554,538	-	-	20,648,192	1,152,907	21,801,099
Reimbursements	(1,666,155)	(1,495,142)	-	-	-	(1,495,142)	(112,954)	(1,608,096)
Total Appropriation	17,252,964	18,598,512	554,538	-	-	19,153,050	1,039,953	20,193,003
Depreciation	475,254	432,630	-	-	-	432,630	216,370	649,000
Total Requirements	17,728,218	19,031,142	554,538	-	-	19,585,680	1,256,323	20,842,003
Departmental Revenue								
Current Services	14,540,344	15,981,129	554,538	-	-	16,535,667	1,555,361	18,091,028
Other Financing Sources	8,300	-	-	-	-	-	-	-
Total Revenue	14,548,644	15,981,129	554,538	-	-	16,535,667	1,555,361	18,091,028
Revenue Over/(Under) Exp	(3,179,574)	(3,050,013)	-	-	-	(3,050,013)	299,038	(2,750,975)
Budgeted Staffing		125.4	-	-	-	125.4	-	125.4
Fixed Asset								
Equipment	115,000	1,230,582	-	-	-	1,230,582	-	1,230,582
L/P Equipment	82,968	291,464	-	-	-	291,464	(210,337)	81,127
Total Fixed Assets	197,968	1,522,046	-	-	-	1,522,046	(210,337)	1,311,709



DEPARTMENT: Internal Services
 FUND: Computer Operations
 BUDGET UNIT: IAJ ALL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	125.4	19,031,142	15,981,129	(3,050,013)
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	554,538	554,538	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	554,538	554,538	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	125.4	19,585,680	16,535,667	(3,050,013)
Department Recommended Funded Adjustments	-	1,256,323	1,555,361	299,038
TOTAL 2004-05 PROPOSED BUDGET	125.4	20,842,003	18,091,028	(2,750,975)
2003-04 FINAL FIXED ASSETS		1,522,046		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts		-		
Department Recommended Changes in Fixed Assets		(210,337)		
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET		1,311,709		



SCHEDULE C

DEPARTMENT: Internal Services
 FUND: Computer Operations
 BUDGET UNIT: IAJ ALL

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and Benefits Increase of \$275,797 for step increases, overtime, stand-by and on-call services. Although no additional employees positions were added, budgeted staffing did increase by 1.5 to reflect an increase in overtime, stand-by and on-call hours. These hours reflect trends in support of department critical telecommunication systems which are based on higher salary cost of employees.	1.5	275,797	-	(275,797)
2.	Services and supplies Increase services of \$2,163,203 from ESRI for the final year of the GIS Parcel Base Map services. Computer Operations ISF is projecting a reduction of \$1,640,058 expenditures in the following areas: usage of local and long distance services; purchase of paper, training, insurance, office expenses, travel, vehicle services and COWCAP. Cost increase of \$103,276 associated with license and support of existing computer systems software. Cost increase of \$268,772 for computer systems hardware maintenance and Cisco network routers maintenance.		895,193	-	(895,193)
3.	Other Charges The equipment lease purchase loan interest portion of the lease purchase is decreased to reflect loans that were fully paid in 2003-04.	-	(26,461)	-	26,461
4.	Transfers Reflects increased building cost for custodial, building repairs and security services at 670 East Gilbert St. facility.	-	8,378	-	(8,378)
5.	Reimbursements Increased to include higher cost allocation to operating division in ISD for centrally funded administration overhead cost related to step increases and inflation increases for services and supply items.	-	(112,954)	-	112,954
6.	Depreciation Depreciation expense increase to reflect full year depreciation on equipment purchased from previous budget year and new equipment purchases planned for 2004-05.	-	216,370	-	(216,370)
10.	Revenues Service program revenue increase of \$2,712,300 related to restoration of service rates reflecting completion of one time return of surplus retained earning that are offset by reduced revenues of approximated \$1,156,639 from social services reductions, departmental desktop support, and Special Districts.	-	-	1,555,361	1,555,361
Total		1.5	1,256,323	1,555,361	299,038

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

	Brief Description of Change	Appropriation
1.	Fixed Asset Lease-Purchases The principal payment portion of lease purchase loans is decreased to reflect loans that were fully paid in FY2003-04.	(210,337)
Total		(210,337)

